



## U.S. PASSPORT INFORMATION U.S. Embassy Guatemala City

### Emergency passport for adults age 18 and over will be processed by appointment only

To make an appointment go to  
[Appointment system](#)

- If your passport was stolen or lost and/or you are scheduled to leave shortly, you can request an emergency passport.
- Emergency Passports are only approved under special circumstances and are valid for one year maximum.
- Normally we will not be able to issue an emergency passport during the weekend or on Holidays.

Make sure that you meet the requirements and have **all** the documentation ready the day of the appointment.

Please be informed that a **SOCIAL SECURITY NUMBER IS REQUIRED** to process the passport application. If you have never had or applied for a social security number, you will be required to submit a declaration under penalty of perjury that you were never issued a social security number (this document will be provided at the Embassy upon your arrival).

Please note that for any documents that require notarization, we can only accept documents notarized by a consular officer at the U.S. Embassy in Guatemala, by a notary public from the United States or by a consular officer at other U. S. consular facilities overseas. We cannot accept local Guatemalan notaries.

Please also note that applicants are responsible for providing translations of court documents, if required by the consular officer.

Replacement passports are normally valid for a full ten years for adults and five years for minors. However, if you have urgent travel plans, an **emergency passport can be produced more quickly to allow you to return to the U.S. or continue on your trip.** Once you return to your place of residence, you can turn in your emergency passport and receive a full-validity passport without paying any extra fees within one year.

## Adult Applicants (age 18 and over)

When you come to the Embassy please present the following documents to speed up your process.

- ☐ Passport application **form DS-11** if your passport is lost, stolen or damaged or Passport application **form DS-82** if you have your previous passport. filled out online and printed.  
Go to: <https://pptform.state.gov/>

- ☐ **Proof of U.S. Citizenship (if possible):** The most common evidence of citizenship is one of the following:

- U.S. birth certificate (original or certified copy).
- Certificate of Naturalization from DHS.
- Consular Report of Birth Abroad (Form FS-240).
- Certification of Report of Birth (Form DS-1350).
- Certificate of Citizenship from DHS.

NOTE: Social security cards, driver's licenses, and voter registration cards are NOT proof of citizenship.

- ☐ **Proof of identity (if possible):** Common proof of identity include one of the following:

- Driver's license.
- Passports.
- School identification card.
- School diploma.
- Residency card.
- Acceptable proof is any government/official document with **both name and picture**.

NOTE: A birth certificate is NOT proof of identity.

- ☐ **If the previous passport was lost or stolen**

- Complete on line [DS-64 Statement Regarding a Lost or Stolen Passport](#) and bring it printed. (May be completed at time of application).
- **Police Report** is not mandatory but can help confirm the circumstances of the loss or theft.

- ☐ One color passport **photo**, 2" X 2" on a white background. Check photo requirements

- ☐ In case the applicant is unable to sign, will be required to bring a previously known witness and fill out form [DS-71](#)

- ☐ **Proof of Travel** (Travel Itinerary, airline ticket)

- ☐ **Fee payment** (to pay at U.S. Embassy):

- Emergency passport **fee** is US\$145 if the previous was lost or stolen, or US\$110 if you hold your previous passport.
- It can be paid in cash (in Quetzales or US dollars), credit card (Visa, Mastercard, American Express), or debit card issued by a U.S. bank. Local debit cards are not accepted.
- **WE DO NOT ACCEPT CHECKS OR TORN, MARKED OR STAINED DOLLAR BILLS.**
- If you are paying with cash, please bring exact change.

**Do not miss your flight!!!**

**Most of the emergency passports are issued the same day.**